



Payette National Forest 2014 Temporary Jobs Listing

Position Title: Office Automation Clerk (OAC)
Number of Positions: up to 2
Location: Supervisor's Office, McCall Ranger District
Salary Range: \$13.55/hour
Estimated Start & End Date: May 19 to Oct. 3
Application Due Date: March 25, 2014
Government Housing Available (Y or N): N
Duties: <ol style="list-style-type: none">1. Will be main point of contact for visitors to the office. Answering phones and assisting public.2. Collections are processed and tracked according to manual and handbook direction and transferred to Unit Collection Officer weekly. Collections, maps, load tickets, passports & Christmas tree tags are kept secure at all times. (McCall District only)3. May go to field for campground collections. (McCall District only)4. Is one of the District contacts for all timekeeping related issues, tracking leave audits, ensuring time is processed correctly and on time and maintaining copies of all timesheets as required by handbook direction. Is backup contact for the GovTrip program for travel vouchers and a Travel Arranger for employees who do not have profiles. Will audit vouchers before submission when possible and maintain travel voucher records as directed.5. May provides advice and counsel to District employees in administrative matters related to HR, ER, payroll, travel, OWCP, awards, property, etc., in coordination with other contacts in Administration.6. Processing of incoming and outgoing mail, both electronically and hard copy.7. Will assist with logistics related to office move (Supervisor's Office only).
Position Requirements: <ul style="list-style-type: none">• Computer Skills• May be required to work weekends (McCall District only)
Link to USAJobs.gov announcement: 14-TEMP110412-010451MG-DT
Contact for more information: Jamie Parker 208 634 0739 jnparker@fs.fed.us